

Galva Public Library Board of Trustees
July 9, 2024

The July 9, 2024 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Alan moved that this report and bills in the amount of \$14,382.92 be approved. Gloria seconded; motion carried.

Director's Report

Personnel Updates

Terri W. and John's last day was July 1 st . Personnel reviews were conducted by Lauren, all of the employees are doing well, working on technical skills and communication, and have a goal of participating in a professional training for FY 24-25.

Programming

Summer Reading:

Paint a Picture: the library staff are trying a Saturday adult craft on July 20 th . We are doing paint a picture. Signs ups are limited to 20 and the library spent \$52.23 on supplies as we were completely out of acrylic paint. Abbey and Lauren will run the program while Terri and Olivia work the library.

Circulation/Collections/Financials/Grants

Patron Raffle: We will start the monthly patron raffle this month. Lauren will organize it and work with RSA. The \$25 local business gift cards will be rotated.

Library Road Trip: Williamsfield PLD has organized a 'library road trip' for patrons to visit local libraries. Lauren signed Galva up. Galva Patrons that visit 5 other libraries will be entered into a drawing for a 'grand prize'. Any ideas from the Board on a grand prize? We could do a small basket of 'library-related' items for a reasonable price (book socks, candy, small gift card, etc.).

Kiwanis Club: The Kiwanis Club would like Lauren to join their organization. Lauren investigated this and the library can pay Lauren's Kiwanis dues.

ADA Website Updates:

Website tracking for July 2024: 512 'hits' from 06/04 to 07/04

Building Maintenance

Landscaping – The rock was hauled away from the southwest corner of the building on 06/21. The next steps are topsoil, tilling and grass seed.

Hand Dryer & Exhaust Vent – VanOpDorp Electric is coming on 07/10 to install the exhaust fan and hand dryer in the bathroom.

Lift – The Lift malfunctioned on 07/01 and 07/02. It refused to stop on the main level. Lifts of Illinois came and replaced the 'mid-stop zone switch' on 07/02/24.

Downstairs Painting – The new lights in the children's room are smaller than the old lights and the ceiling needs to be painted. The 'hot pipe' that heats the room also needs to be repainted.

Action Items

Alan moved to adopt the 2% Building and Maintenance Levy, Ordinance #01-24, Pat seconded, motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:33 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
August 13, 2024

The August 13, 2024, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$22,340.70 be approved. Alan seconded; motion passed.

Director's Report

Personnel Updates

Lauren would like to attend the annual ILA conference in Peoria this year from October 8th-10th. The registration fee is \$325 for all 3 days.

Programming

We had 3 activities the week of July 15 th . A Children's craft on the 15 th , Teen gaming Wednesday on the 17 th and a Paint a Picture craft on the 20 th .The week of the 22 nd we did a 'book tasting' in the children's room.

Election

2025 is an election year. The Ballot partners for 2025 are Donna and Pat.

Circulation/Collections/Financials/Grants

Amazon Business Prime: Lauren signed the library up for a free 30-day trial of Amazon Business Prime to take advantage of some discounts last month. Lauren is having issues getting things shipped here in a timely fashion and a 'prime' membership would help with this. The annual cost is \$179.88/year for the 'essential' membership (\$14.99/month). We would also earn additional points back on our AMEX. Considering we do most of our supplies and program shopping on Amazon, Lauren feels this is a worthy investment.

Banking: Lauren ran into some issues with CSB. We need to update the signature cards on file for them.

Building Maintenance

Hand Dryer & Exhaust Vent – VanOpDorp Electric installed the hand dryer on 07/11 and came back on 07/17 to install the exhaust fan. The job is now complete.

Water Issues – There is some soft, crumbling plaster in the lower, southeast corner of the children's room. There appears to be water coming in somewhere on that south wall because there are no waterpipes anywhere near the soft plaster. Lauren called Aaron Kewish and asked him to come and take a look at the broken concrete on the south side of the library to see if this is a watershed issue. Aaron agreed that the broken concrete could be a watershed issue, and gave us an initial estimate of \$16,000 to fix the whole driveway and \$7,000 for just the 'upper pad' around the fire door. The apron

was fixed by the city when 3 rd Ave was redone so Lauren is thinking we should do the whole driveway. Since this is under \$25,000 we do not have to go out for bid.

Action Items

The annual Budget, Ordinance #02-24 was reviewed. Donna moved to adopt the Budget, Alan seconded, and the Budget was passed unanimously at 7:15 pm.

Alan moved to accept the Annual Report, Gloria seconded, motion approved.

Cheryl moved to approve the selling of non-resident cards, Donna seconded, motion approved.

Other Business

There was no other business.

Meeting adjourned at 7:44 pm.

Respectfully submitted,
Barbara Caravello
Secretary

**Galva Public Library Board of Trustees
September 10, 2024**

The September 10, 2024 Board of Trustees Meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson and Library Director Lauren Heck. Barb Caravello was absent.

The Secretary's report was approved as read.

After the Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$15,700.84 be approved. Pat seconded; motion passed.

The FY 24-25 Levy Ordinance 03-24 was reviewed. In order to adopt this ordinance, Linda appointed Cheryl as acting secretary.

Director's Report

Programming

We have a Saturday craft planned for the 21st – we are doing Spider Plants.

Alan had a great idea for an adult craft – Lauren is working with Abbey on it.

The monthly patron raffle is going well.

Election

Since it's an election year this November and in April, should the Library be closed on Tuesday, April 1st 2025?

Circulation/Collections/Financials/Grants

All 3 CDs are maturing in October. Donna has the option to shop around for a better rate or just keep them at CSB.

Building Maintenance

The Landscaper came back in Mid-August and placed the landscaping blocks dug up from the back around the front of the library in place of the plastic border. They look great. He told Lauren that he will finish the tilling of the old rock bed this year.

We received our new mats on August 29th – they look great!

Children's room revamp – the children's room is looking dated. We had a patron remark that it looks 'exactly the same' as it did when he was a kid. Abigail and Lauren have been looking into some easy upgrades. We would like to purchase a colorful rug and some moveable seating

Lauren is still trying to get ahold of Beto's Painting in time for winter.

Action Items

Donna moved that Levy Ordinance 03-24 be adopted. Pat seconded; motion passed. All necessary documents were signed by the President and Acting Secretary.

Meeting adjourned at 7:30 pm.

Respectfully submitted,
Cheryl Anderson
Acting Secretary for Barb Caravello

Galva Public Library Board of Trustees
October 8, 2024

The October 8, 2024, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$18,644.42 be approved. Alan seconded; motion passed.

Director's Report

Personnel

Lauren is attending ILA this week in Peoria.

Programming

There are multiple programs scheduled in October for adults and children. Per the success of last year's Halloween, it was decided that we will stay open until 7pm on Thursday the 31 st . Lauren will stay along with another staff member.

Election

In 2020 there was a law passed in Illinois, 101-0642, that states that all government offices are closed on Election Day. With this in mind, Lauren thinks that we should close Tuesday, Nov. 5 th . We were closed in 2020 and in 2022. We can table the idea of closing, or not, for the April 1 st general election until closer to April. Lauren handed out a Library Board Trustee packet to Destiny Zurek. She seems interested and willing to commit to the Board.

Circulation/Collections/Financials/Grants

All 3 CDs are maturing in October. Donna has the option to shop around for a better rate or just keep them at CSB. Our CD balances, as of July 2024, are: #12550 \$110,634.11, #22166 Special Reserve \$132,031.10, #22167 Don Best \$29,351.30. Lauren located the 'Irma Thomas' bequest. Its last known balance was in 2020 and that was \$39,547.41. Lauren purchased some accessibility items for the library. We now have a 'large print' keyboard available for the patron computers and a portable CD player (for the audiobooks) available for checkout to Galva patrons only.

Hoopla/Midwest Tape: This was listed as an audiovisual line item, however it is actually a database. Lauren switched the category to 'Automation' with Compton's for October's bills.

Building Maintenance

Lauren had Beto's Painting come on the 12 th of September and requested the painting job in the Children's room be done on 10/14 when we are closed for Columbus Day. Orlando Mota came and washed all of the windows, inside and out, on September 19 th .

Action Items

Alan moved to approve a \$1000 expenditure to improve the Children's Room, Pat seconded, motion carried. Donna moved to approve the 2025 health and dental insurance renewal, Alan seconded, motion carried.

Other Business

There was no other business.

Meeting adjourned at 7:22 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
November 12, 2024

The November 12, 2024, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$18,034.97 be approved. Gloria seconded; motion passed.

Director's Report

Personnel

Library Clerk Terri Nordstrom put in her notice to quit on 10/08 at 6pm. She stated that the hours were no longer lining up with her other job, that she wanted more time at home and that she was anticipating accepting a full time offer from another employer. Her last day was 10/17/24. Lauren has decided to not backfill the position at this time and will re-evaluate in the spring.

All GPLD staff have completed the annual sexual harassment training. Library Board Trustees need to complete this as well before 12/31/24. Lauren and Hess completed the annual FOIA and OMA trainings.

Programming

Halloween: 205 people came through the door. People seemed pleased that we were open.

We have plenty of programming scheduled for November for adults and children.

Winter Reading Program – Subway has agreed to partner with us for another year. They will provide a cookie coupon for the first milestone and we will provide a sandwich or pizza for completion of the program. This is open to adults and children and will run from 12/01/24 to 01/31/25. Our cost is \$250.00.

Election

Today, 11/12, is the first day to collect election paperwork from prospective Library Board Trustees and the last day is 11/18.

Circulation/Collections/Financials/Grants

Lauren contacted Joe Birkey for the annual audit – it was started on 10/22.

Lauren worked with the school's marketing company to purchase an advertisement in the upcoming sports schedule calendars.

Lauren applied for, and received, a \$250 grant from IREAD for summer reading purchases in 2025.

Building Maintenance

Boiler Inspection: The Boiler was inspected on 11/07. It passed inspection. The state's inspector did recommend a carbon monoxide detector for the boiler room.

\Action Items

Alan moved to approve hiring Terry Summers for snow removal for the season, Cheryl seconded, motion passed.

Alan moved to approve the Board of Trustees meeting dates for 2025, Pat seconded, motion carried.

Donna moved to approve the use of the per capita grant fund for the summer reading program and ILA/ALA dues, Cheryl seconded, motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:32 pm.

Respectfully submitted,

Barbara Caravello

Secretary

Galva Public Library Board of Trustees
December 10 2024

The December 10, 2024, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$23,761.30 be approved. Alan seconded; motion passed.

Director's Report

Personnel

Library Board Trustees need to complete the sexual harassment training before 12/31/24.

Programming

The Library participated in the Old Fashioned Christmas Parade on 11/30/24

Multiple programs are available in December for adults and children

Election

Lauren sent the ballot certifications to the County Clerks.

Circulation/Collections/Financials/Grants

Lauren and Donna met with Hannah Torbert from Porter Hay Insurance on 12/3 to review insurance coverage for the library. Included in the quote was new coverage for sewage backup in the basement and an overall increase in the value of the building itself. Porter Hay is still looking into cyber crime coverage, however, any sensitive PII data is stored on RSA secure servers. Porter Hay is also having issues finding an abuse policy that is included in an umbrella liability policy. Checks are included in this months bills for the current policies, however additional premium checks will be required as coverage is added/upped/etc.

CPPRT – we have yet to receive any of the CPPRT money from the Galva Township this year.

Equipment

The main circulation desk laptop has been acting up and we need to consider replacing it. We have funds available for computer maintenance in the Automation fund. Lauren would like another laptop with a more powerful processor. We have \$201.30 left in the \$1000 'children's room upgrade's fund to put toward a Nintendo Switch.

Action Items

Pat moved to approve the holiday closing schedule for 2025, Gloria seconded, motion passed. Alan moved to approve the Nintendo Switch policy, Cheryl seconded, motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:31 pm.

Respectfully submitted,

Barbara Caravello

Secretary

Galva Public Library Board of Trustees
January 14, 2025

The January 14, 2025, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Donna Carlson , Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$19,273.79 be approved. Gloria seconded; motion passed.

Director's Report

Personnel

Library Board Trustees have to complete the sexual harassment training as soon as possible. This is per IL state law.

Programming

Winter Reading Program – the program is going well and ends 01/31/25.

Summer Reading Program- planning has begun. Lauren has booked 'Jerry and Chet' for a Pokemon bead art on 06/20 and M&K parties for the final party on 06/30.

Circulation/Collections/Financials/Grants

Per Capita Grant – Donna completed the wire transfer from the IL Funds to SBT checking on 01/10/25.

CPPRT – Lauren worked with Larry Cheline at the Galva Township. We calculated the CPPRT for 2024 and the Township wrote the library a check on 01/07/25 for \$7556.41 (27.3% of Township monies received in their FY 2024). There may be an additional check for a small amount. The Township's fiscal year runs from March 1 to February 28/29. Since the state pays the township monthly, Larry and Lauren agreed that the Township could wait until closer to the end of their fiscal year to pay the money in one lump sum annually as the library's fiscal year does not end until 06/30. Larry is going to run this by his Board as well.

Insurance – Porter Hay was able to find us some cyber-crime coverage. The cost for cyber coverage at \$50,000 is \$329 and at \$100,000 is \$450.

Fax charges – We currently charge \$1.00 a page to send faxes. Lauren thinks this charge is exorbitant and could be a financial burden on some of our lower-income patrons. Lauren would like to do away with the fax charge but keep the copy fees at .15 and .25 cents for black and white and color copies.

Equipment/Maintenance

The old TV was given away to a patron – this saved us some money in recycling fees as it was very heavy at .40 cents a pound.

High Fixture Cleaning – Lauren found a company that is both willing to drive to Galva and can, most likely, perform the high fixture cleaning (lights, fans, window blinds, woodwork, etc.). Servepro from Davenport is coming on 01/15 for a consultation.

Action Items

Alan moved to approve the audit results. Cheryl seconded, motion carried.

Other Business

There was no other business.

Meeting adjourned at 7:23 pm.

Respectfully submitted,
Barbara Caravello

Secretary

Galva Public Library Board of Trustees
February 11, 2025

The February 11, 2025, Board of Trustees meeting was called to order at 7:00 pm with the following members present, Cheryl Anderson, Barb Caravello, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, and Library Director Lauren Heck. Donna Carlson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$18,205.04 be approved. Gloria seconded; motion passed.

Director's Report

Personnel

Lauren would like to attend training offered through ALA – 'Grant Writing for Cultural Heritage Organizations'. This is a 3-day online course on March 25-27, and covers the fundamentals of grant writing. The cost is \$189.

Lauren would like to offer a previous page, John Gravitt, a temporary position for the summer reading program for approximately six weeks – the end of May through the month of June. He would not need to be trained and would be an extra adult, in addition to hopefully 2 pages and the 4 other staff members.

Severe Weather

Currently, the procedure is to close the library when the school is closed due to severe weather. Lauren would like to continue this practice.

Programming

Summer Reading planning is ongoing. Lauren has booked 'Summer Wild Edibles' and 'Snake Science' from Nahant Marsh.

Abigail has started a new children's program, Animal Explorers, that will meet on the 2nd Saturday of each month. A different animal will be the focus monthly.

Lauren is looking into a 'library concert' to bring the library more into the public eye this summer. We have a good community base for Levitt Amp and we could utilize this to our advantage. Lauren spoke with a local performer, Barry Cloyd, who offers a 2-hour concert for around \$550-\$600. Barry specializes in folk music and 'edutainment'. We would then offer this at Wiley Park for free.

Circulation/Collections/Financials/Grants

Lauren has started the process of finding a new website. Lauren contacted 'Team WTI' in Geneseo as they were highly recommended by the Director at Princeville Library. We need to nail down figures and costs before we do the budget for FY 25-26.

Equipment/Maintenance

Lauren has not received an estimate back from Servpro for cleaning of the high fixtures.

Action Items

Alan moved to approve revisions to the Authority to Spend policy, Pat seconded; motion passed. Alan moved to approve revisions to the Computer and Internet policy, Gloria seconded; motion passed.

Other Business

There was no other business.

Meeting adjourned at 7:51 pm.

Respectfully submitted,

Barbara Caravello

Secretary

Galva Public Library Board of Trustees
March 11, 2025

The March 11, 2025 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde and Library Director Lauren Heck. Barb Caravello, Donna Carlson, and Gloria Wilson were absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Cheryl moved that this report and bills in the amount of \$17,378.53 be approved. Alan seconded; motion passed.

Director's Report

Personnel

Lauren spoke to John Gravitt, and he accepted the position of temporary worker for the summer. Lauren offered \$16.25/hour as John has prior experience and will not need to be trained. This position will run for 6 weeks starting on 05/27/25 and ending on 07/05/25.

Lauren posted the Page position and would like to have a Page hired and working by April 1 st. This position pays \$15/hour.

Lauren needs to have a team meeting to address some issues so the library will close early on Monday, March 24th at 5pm as this is the only way to have all the staff together in one place at the same time.

Programming

Summer reading programming is ongoing. We have a lot going on in the Children's room in March.

Circulation/Collections/Financials/Grants

We received a \$300 donation from Beta Sigma Phi for Summer Reading.

We received our Cybercrime policy. There was a premium check with this month's bills.

Lauren is working on pricing the new website and hopes to have a ballpark figure available by June for budgeting.

Hours: The Library currently is open until 7pm on Mondays & Tuesdays. These hours typically run mid-September until mid-May. Considering the very low number of patrons that come in after 5pm (avg. of 2 a night), Lauren is going to alter the Winter/Summer schedule to be more balanced. Effective April 1st-September 30th, the library will close at 5pm on those days. October 1st to March 31 closing will remain at 7 pm on those days.

Equipment/Maintenance

Lauren spoke with Brant Turnbull about painting in the children's room on 02/27. He came back with an estimate of \$1100 to scrape, prime and repaint the hot pipe as well as patch the ceiling and repaint around the new light fixtures. Beto's never called us back last year.

Lauren followed up with Servepro. They sent an estimate of 'up to' \$5000 to clean the upper fixtures of the library.

The Kyocera (public printer) is from 2016 and is starting to show its age and act up. Office Machine Consultants have come out numerous times in the last 2 months. It may be time for a new printer.

Other

Lauren was approached by the local coordinator for the 'Workforce Innovation and Opportunity Act' program (WIOA) and participant in 'Project Step Ahead'. They are looking for work opportunities for

GED students.

Action Items

There were no action items.

Other Business

The board reviewed current assets, and Lauren presented a replacement plan for implementation in 2025.

Meeting adjourned at 7:46 pm.

Respectfully submitted,
Cheryl Anderson for Barbara Caravello
Secretary

Galva Public Library Board of Trustees
April 8, 2025

The April 8, 2025 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde and Library Director Lauren Heck. Gloria Wilson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$18,795.24 be approved. Alan seconded; motion passed.

Director's Report

Personnel

Lauren attended the Grant Writing Training on March 25, 26 and 27.

Lauren had 2 applicants for the Student Worker position. Lauren hired Jayden Gabel as the new Student Worker. She will start on April 16 th, 2025.

National Library Workers Week is this week. The hourly staff all received a small gift, courtesy of the library. Lauren also included Terry Summers, by giving him a Hathaway's Gift Card, as he has gone above and beyond this year in his work for the library.

Gloria is home and on the mend. The Library sent her flowers.

Programming

Summer reading programming is ongoing. The Children's room has numerous activities planned for April. Lauren received an email from the Prairie Storytellers Guild about possible programming.

Circulation/Collections/Financials/Grants

Lauren is aware of the recent 'executive order' involving the IMLS (Institute of Museums and Library Services). In 2024, per Secretary of State Alexi Giannoulias, the amount awarded to the IMLS from the Federal Government was 266.7 million which is .003 percent of the federal budget. Per RAILS, on 03/19, the IMLS provided the IL State Library with 5.7 million dollars in 2024, which is 10% of the IL State Library's annual budget. Our Library would potentially be affected by a budget cut because a potential budget cut would impact the State Library, which provides the funds for RAILS which is our library loan service. This would also affect OCLC/Worldcat services. The Galva Public Library District only directly receives money from the IL State Library via the Per Capita Grant, which was \$4950.99 for FY 24-25. The rest of our operating monies come directly from tax dollars and CPPRT money.

We are having issues with payments issued by check not making it to their destinations on time consistently each month when sent via USPS. Some are not making it at all and we've had to re-issue checks to vendors.

Many libraries have payments to utility companies, etc. on autopay. We would still review the list of payments each month at the board meeting, just not issue checks to most of them. Lauren would either setup the payments to come out of the checking account each month automatically or would physically pay these bills monthly via ACH transactions.

Newspapers are not being read and the subscriptions are expensive. In addition to monthly fees, a \$13 'change fee' is now being charged for changing to an annual subscription. Lauren would like to cancel subscriptions/renewals as the money could be better spent elsewhere.

Equipment/Maintenance

Lauren emailed Brant Turnbull to find out next steps on painting in the children's room. She has yet to hear back.

Terry Summers agreed to clean the high fixtures for \$300. This job was completed on 03/15. Lauren thinks we should hire him again in the late fall and do this twice a year as the lights and fans were very dusty.

Lauren ordered new circulation desk laptops on 03/27.

The staff keep ripping the pull chain out of the light that was installed in the hallway during the lighting upgrades last year. Lauren called VanOpDorp Electric in Geneseo to see what other options we have.

Lauren spoke with One Way Carpet Cleaning. We are looking at July to have the carpets cleaned right after Summer Reading. The Library would close at noon the day of the cleaning.

Action Items

Donna moved to approve utilizing WTI for ADA compliance for our website, Alan seconded, motion approved.

Alan moved to approve participating in the WIOA youth program, Cheryl seconded, motion approved.

Other Business

There was no other business.

Meeting adjourned at 7:44 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
May 13, 2025

The May 13, 2025 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Barb Caravello, Donna Carlson, Pat Emmerson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson and Library Director Lauren Heck. Cheryl Anderson was absent.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$26,104.58 be approved. Gloria seconded; motion passed.

Director's Report

Programming

Summer reading programming is ongoing. We have many activities in the Children's room in May.

Circulation/Collections/Financials/Grants

Check Writing Issues: Lauren contacted State Bank of Toulon on 04/16 and enrolled the Library's checking account in the 'Internet Bill Payment Service' through the bank. Lauren will work with Tammy at Comptons to get the process of online/ACH/EFT payments started.

Newspapers: Lauren cancelled the Register Mail and the Star Courier. We have checks for them to shore up the accounts. We still have an active subscription with the QC Times and Henry County Republic at this time.

The Library purchased a print ad for Summer Reading in the Prairie News

Equipment/Maintenance

The phone lines for the fax machine are old and we are getting 'poor line condition' errors. Lauren called Office Machine Consultants to see if there is an all-in-one that can send internet faxes as well. The retaining wall by the bike rack has fallen apart again. Lauren received an estimate from Gerard's Tuck Pointing for \$3275 to repair the wall and address some mortar issues on 3 columns on the south wall. There is a check included in the monthly bills.

Action Items

Alan moved to enroll in ACH/EFT payments, Pat seconded, motion approved.

Other Business

There was no other business.

Meeting adjourned at 7:31 pm.

Respectfully submitted,
Barbara Caravello
Secretary

Galva Public Library Board of Trustees
June 10, 2025

The June 10, 2025 Board of Trustees meeting was called to order at 7:00 pm with the following members present: Cheryl Anderson, Barb Caravello, Donna Carlson, Alan Gardiner-Atkinson, Linda VanDeVelde, Gloria Wilson, Destiny Zurek and Library Director Lauren Heck.

The Secretary's report was approved as read.

The Treasurer's report was reviewed. Donna moved that this report and bills in the amount of \$24,673.94 be approved. Gloria seconded; motion carried.

Donna and Destiny were administered the oath of office.

Director's Report

Personnel

Everyone on the Board has received the 'United for Libraries' Public Library Trustee Ethics Statement. Upcoming vacations – Hannah will be on vacation from 7/1-7/9. Lauren will be on vacation from 08/1-08/8.

Programming

Summer reading is happening. Everyone is very excited about the wheel and Plinko board. We've had record sign-ups for the Adults, we are at over 100 signups for children and the Snake Science program on June 4th had over 50 children in attendance. The Library will close at 12pm on 06/30 for the Summer Reading end party.

Adult Craft: We had 8 people attend the 'books I've read' activity on 06/07. The cookies were great. Lauren emailed Prairie Storytellers for a potential program on 08/12. Lauren booked the First United Methodist Church for the program.

Circulation/Collections/Financials/Grants

Lauren has begun online bill payments. A lot of our vendors will still get checks.

We received our OCLC renewal. Linda will need to sign it.

Work has yet to begin on the new website, Lauren requested that Team WTI hold off until July due to Summer Reading.

As of 6/10/25, Lauren has not heard from the attorney regarding budget and appropriations for FY 26.

Equipment/Maintenance

Jeremy Gerard started fixing the retaining wall on 5/15. We did a 'step down' layout to deter people from sitting on or crashing into the wall in the future.

The water line going into the library broke at some point on May 28th. Lauren had the water shut off on May 30th and worked with Advanced Plumbing. This issue was fixed on 6/2/25.

Lauren purchased a new vacuum as the current one is not working efficiently. The old vacuum will be kept as a backup. We are going to have the carpets cleaned in July. The Library may have to be closed for the day if the company is unable to do this on a Saturday.

Action Items

Cheryl moved to change the Librarian I position from PT to FT, Donna seconded, motion approved.

Alan moved to extend Monday hours effective July, 1, 2025, Donna seconded, motion approved.

Alan moved to approve re-election of all officers to their respective positions, Gloria seconded, motion approved.

Other Business

A closed session discussion was held regarding salaries for FY 2026. Donna proposed increasing salaries as follows: Destiny seconded; motion passed.

Library Director:	\$55, 105 annual salary
Assistant Director:	\$24.00 per hour
Librarian II:	\$20.10 per hour
Librarian I:	\$17.50 per hour
Page:	\$15.00 per hour
Custodian:	\$16.00 per hour

Meeting adjourned at 7:56 pm.

Respectfully submitted,
Barbara Caravello
Secretary